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ABSTRACT

This program guide is one of the 14 components (see note) of the Career Alert Planning (CAP) program, a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interest, abilities, skills, educational goals, experiences, and training. They consider the work conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. This program guide, designed for use by the participants, contains four sections. The Introduction explains the CAP program and the program materials. It gives the participant explicit instructions on how to begin and proceed through the first phase of the program. Following the Introduction, the Procedure section of the guide gives the participant instructions on how to progress through the program. It tells the participant what to do after he or she has completed work in each occupation. The third section, the Plan, contains information and direction in career decision making and planning. Finally, the fourth section of the guide consists of Reaction Forms which participants use to record their reactions to the tasks or activities they do. They note the things they like and dislike, the things they can and cannot do, and other pertinent information they need for career planning. These Reaction Forms relate to the 10 basic job functions (and 40 occupational titles) explored in the Job Function Booklets (see note). (KC)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

CAP

Program Guide

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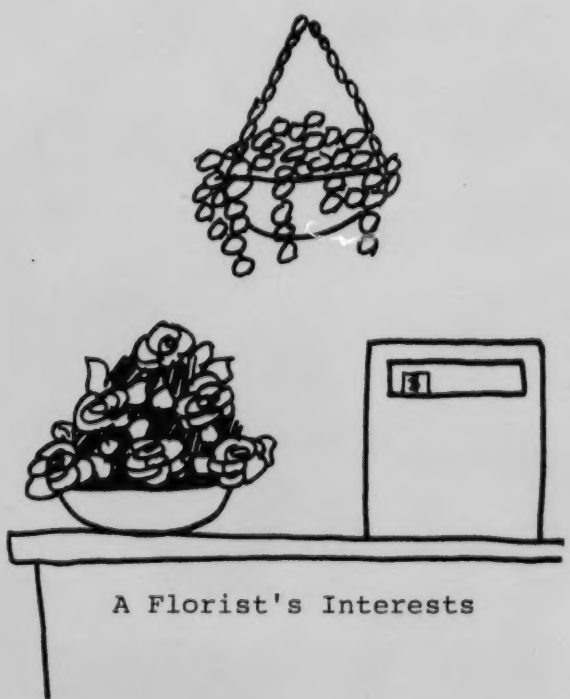
Career Alert Planning

The Career Alert Planning Program will help you . . .

- learn more about yourself and
- learn about the kinds of work you might consider in your career plans.

As you take part in this program, you will learn about your interests and abilities. You will also learn about the interests and abilities of workers in many occupations.

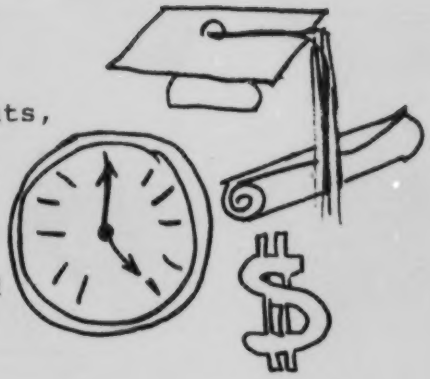
My Interests



A Florist's Interests

You will be able to try some tasks workers do in their jobs. And you will learn how well suited you are to the work. You will learn about . . .

job responsibilities,
education and training requirements,
salary levels,
work hours, and
the employment outlook.



All this information will help you. It will lead you to make decisions and plans about the kind of work you want to do.

Thus, the Career Alert Planning (CAP) program serves you in two ways:

- First, it involves you in a "career alert." That is a period of time in which you receive signals or clues about yourself and the work you might pursue.

- Second, it helps you to use the facts you gather to make decisions and plans about your career.

Interests

Your interests are clues to the kind of work you will enjoy. Because . . .

Interests are things you like to do.

People have many kinds of interests. Some are general interests. That is, they relate to many areas of a person's life. For example,

> I like doing things that require physical activity.

General interests lead people to various activities. They help people choose what they will do. For example,

At home	At recreation time	At work
I mow the lawn and scrub the floors.	I play baseball and jog.	I do road construction.

Doing interest-related activities helps people learn their special interests. It helps them decide the things they most enjoy. These experiences help people to know more about their likes and dislikes.

- I like to mow the lawn.
- I do not like to scrub floors.
- I like baseball.
- I do not like to jog.
- I like doing road construction work.

You have many special interests of your own. Have you ever stopped to think what they might be? Try to identify some of them. Do the following exercise.

Exercise:

Read the following general interests.
Check one that you like best.

☐ I like doing things with other people.

☐ I like doing things alone.

Next, list the activities you do because of this interest. (Fill in the sentences below.)

At home

I _____

I _____

I _____

During recreation time

I _____

I _____

I _____

Read what you wrote. Can you choose three things you like to do best? Place a check in front of these special interests.

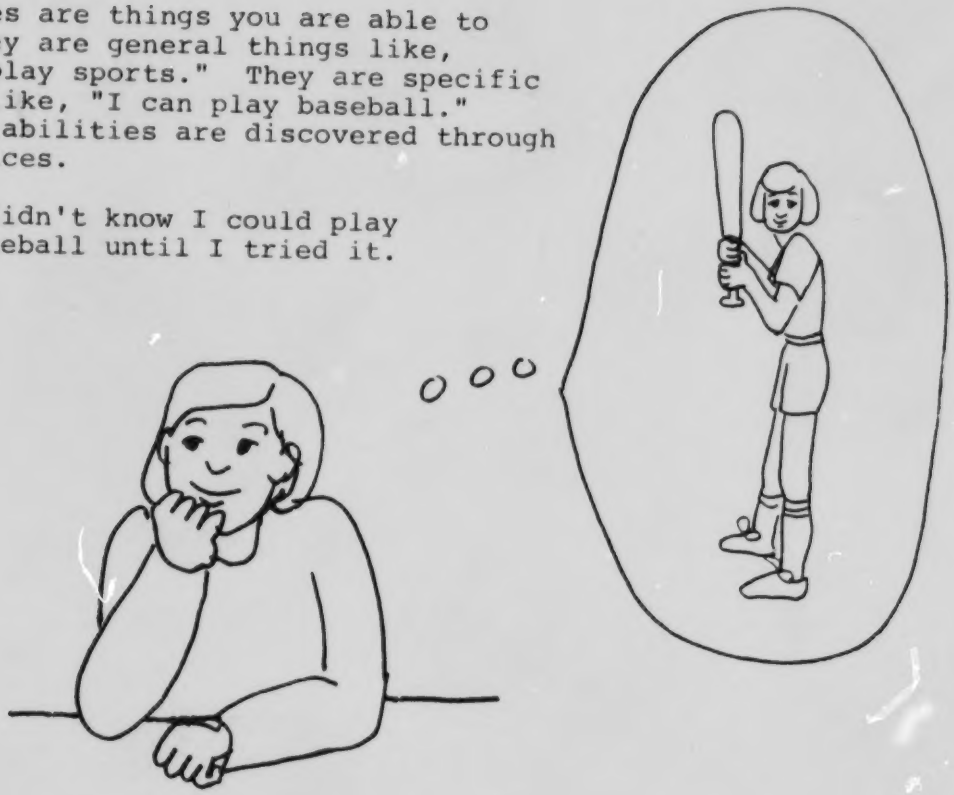
Now, do you have a better idea of your interests? Do you see how general interests lead you to activities? And do you see how activities help you to find special interests?

Discovering special interests takes a lot of time and thought. The CAP program will help you in this discovery. It will help you to learn about your special interests. It will help you find out how those interests relate to work in various careers. This discovery process is an ongoing thing. It continues from one month or year to another. This is because your interests change. You may have interests tomorrow that you know nothing about today.

Abilities

Abilities are things you are able to do. They are general things like, "I can play sports." They are specific things like, "I can play baseball." But all abilities are discovered through experiences.

I didn't know I could play baseball until I tried it.



The CAP program will help you think about your past experiences. It will also lead you to new experiences. These experiences will help you identify your unique abilities.

Abilities are important to consider when choosing an occupation. This is because abilities are clues. They suggest the kinds of things you will be able to do well. Things you are able to do well are called skills.

Abilities--things you are able to do.
Skills--things you are able to do well.

People who work in occupations need special skills to do their work. They use their abilities to develop these skills. For example,

Ability

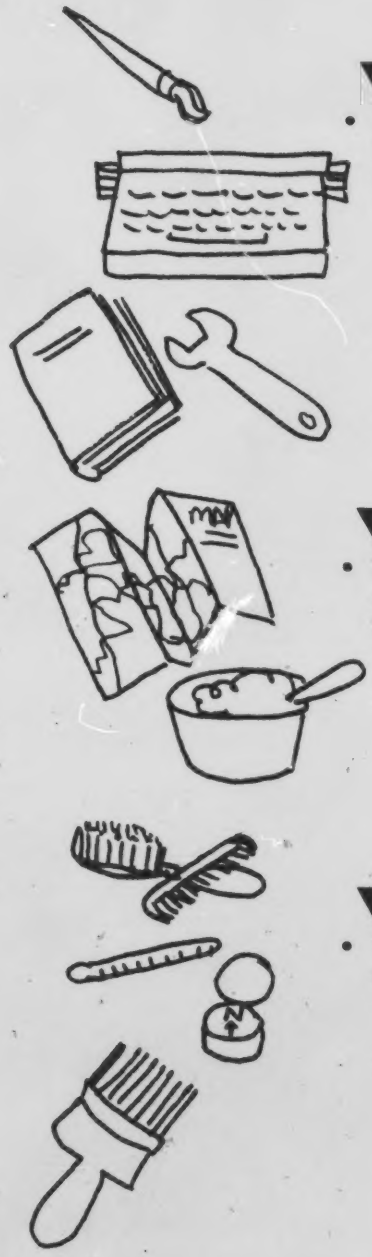
I am able to play the piano. I can sit at the piano and play a few simple tunes.

Skill

I have studied piano for many years. I practice at least three hours every day. I have played in private recitals. I have played for small and large audiences. I am a skilled pianist.

Thinking about your abilities will help you identify the kinds of things you might be able to do well--the kinds of skills you could learn. This information will be useful to you as you make your career plans.

In the next few weeks you will explore many different occupations.



- You will find out about the interests and abilities of various workers. You will learn about the skills they need to do in their jobs.

- You will learn how your interests and abilities match those of different workers.

- You will learn how you can develop skills.

Step 1. Do a Self-Inventory

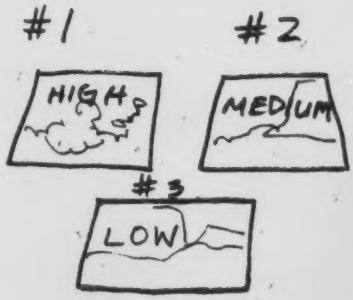
The first step in Career Alert Planning is to do a self-inventory . . . an inventory of your interests and abilities. This inventory will direct you toward a variety of occupations that seem most suited to you.

A. Sort

- Get the Self-Inventory Cards.

- Read these cards. Place each card in one of three piles:

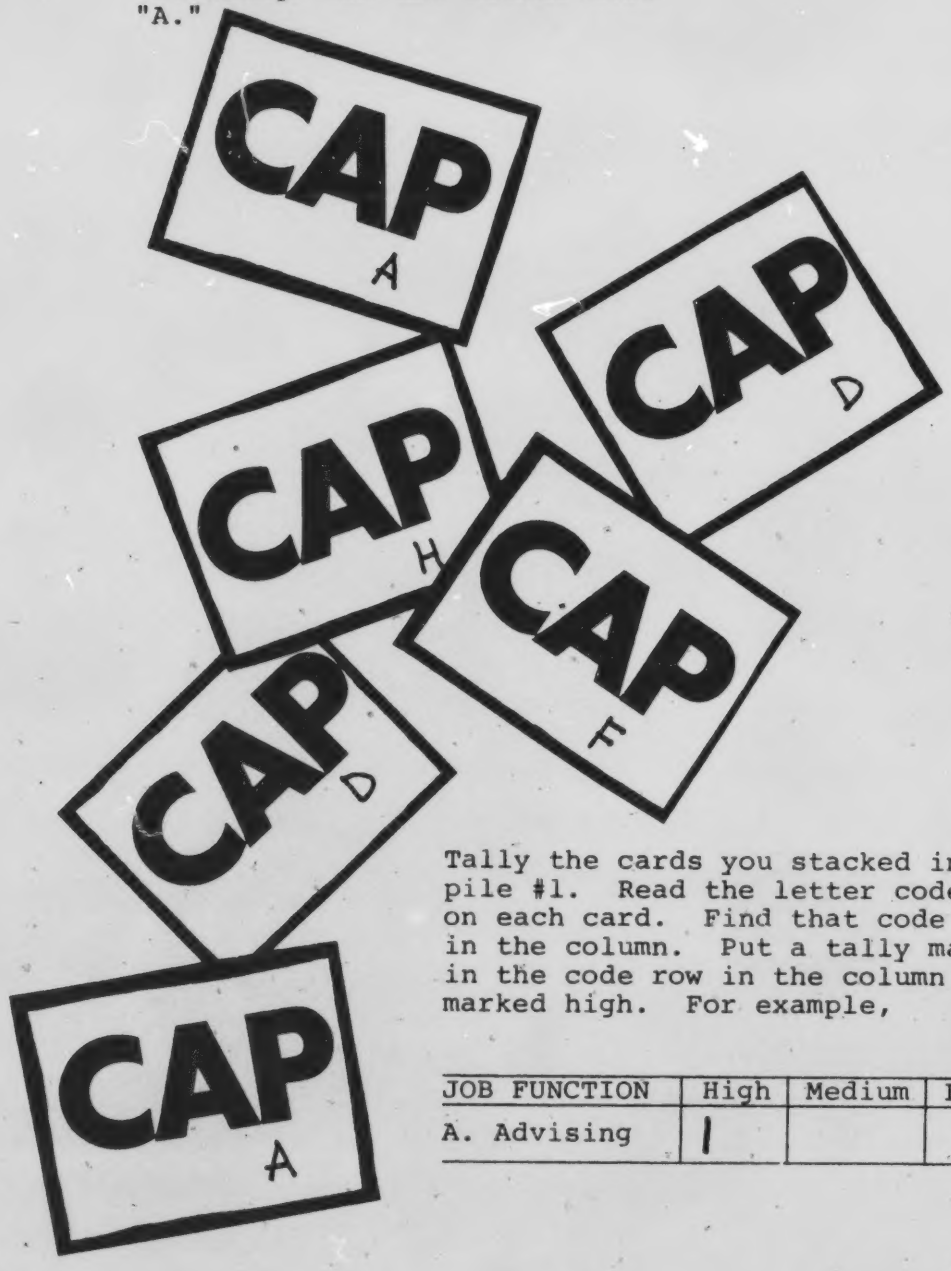
  Pile #1 - cards that reflect a high interest or ability
  Pile #2 - cards that reflect medium interest or ability
  Pile #3 - cards that reflect low interest or ability



- Turn the cards in pile #1 over. Make sure the letter codes are facing up. Each letter is coded to a job function. A job function is a general function or activity that is performed by workers in certain occupations or jobs. (For example, building and making is a job function.)

B. Tally

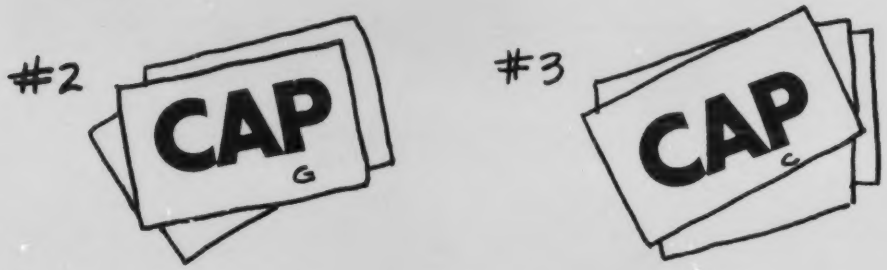
- Look at the Self-Inventory Chart on the next page. Read the Job Function column. Now, read each job function and its letter code. For example, the job function of "advising" has the letter code "A."



Tally the cards you stacked in pile #1. Read the letter code on each card. Find that code in the column. Put a tally mark in the code row in the column marked high. For example,

JOB FUNCTION	High	Medium	Low
A. Advising	I		

- Next, tally the cards in pile #2--medium interest and ability--and in pile #3--low interest and ability.



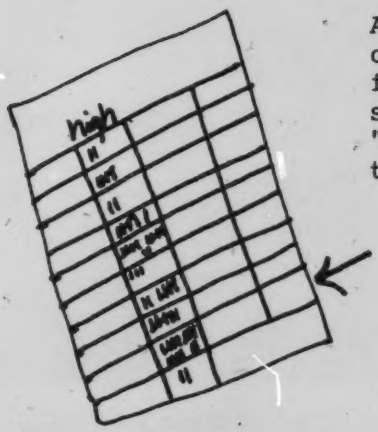
When you put a fifth tally mark under a column in a row, do it this way. Place the fifth mark across the other four marks, like this:

𝍸

If you record a sixth tally, it should look like this:

𝍸 I

This method of recording makes it easy to add the total marks in each row.



Are all your cards tallied in the right columns? Good! Now you are ready to find the job function for which you seem the most suited. Look in the "high" column. Find the job function that has the most tally marks.

Self-Inventory Chart

CARD SORT

JOB FUNCTION	high	medium	low
A. ADVISING			
B. ARRANGING			
C. BUILDING AND MAKING			
D. DOING CLERICAL WORK			
E. HELPING			
F. MAINTAINING AND REPAIRING			
G. THINKING IN PICTURES			
H. USING ENVIRONMENTAL INFORMATION			
I. WORKING WITH EQUIPMENT			
J. WORKING WITH NUMBERS AND SYMBOLS			

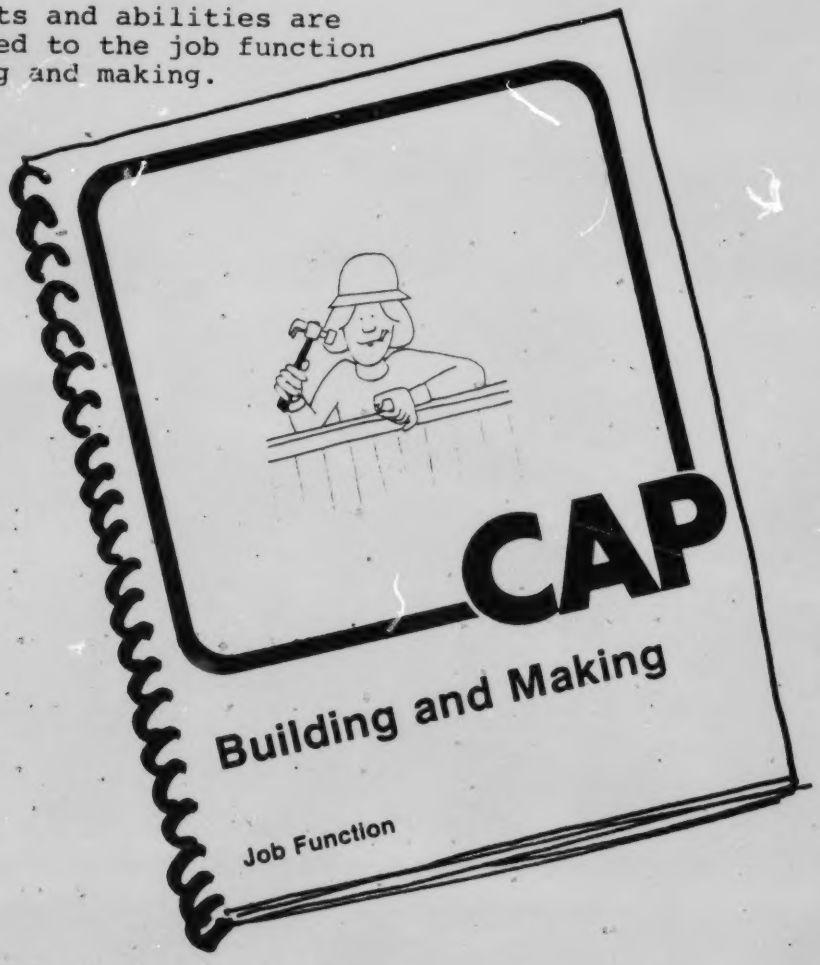
Write the name of this job function here:

_____

This is the job function for which you indicated the most interest and ability. Therefore, the group of occupations in this function are the ones you will explore first.

FOR EXAMPLE,

My interests and abilities are most related to the job function of building and making.



Step 2. Learn about the CAP program materials

The Career Alert Planning program contains the following materials:

Program Guide

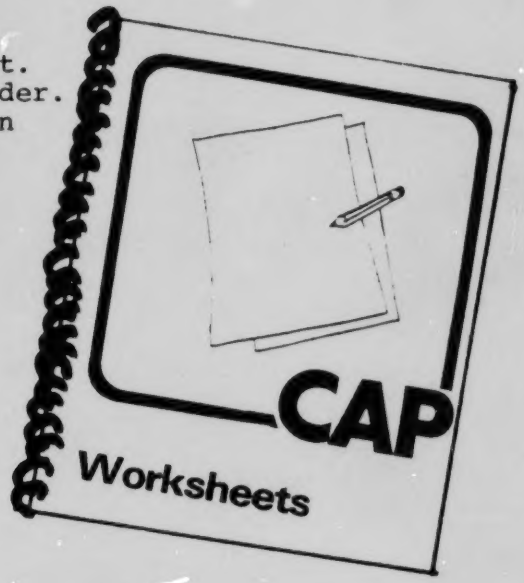
One Program Guide is provided for each student. (You are using this guide now.) The guide contains four parts. Each section is introduced with a page marked with a vertical black line.

- Introduction--You are reading the introduction now. It explains the Career Alert Planning program and the program materials.
- Procedure--This part of the guide gives you directions on use. It tells you what to do after you have completed the work in each occupation.
- Plan--This section gives information and direction about career planning.
- Reaction Forms--These are forms you will use to record your reactions to the work you do. You will note what you like and dislike. You will note what you can and cannot do.

The Program Guide is yours to write in. You may use it for future reference.

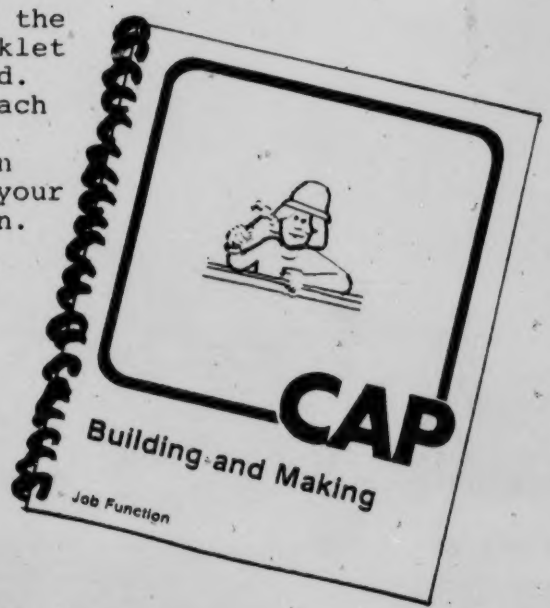
Worksheet Booklet

All worksheets are in this booklet. They are arranged in numerical order. Each worksheet has a number and an occupational title.

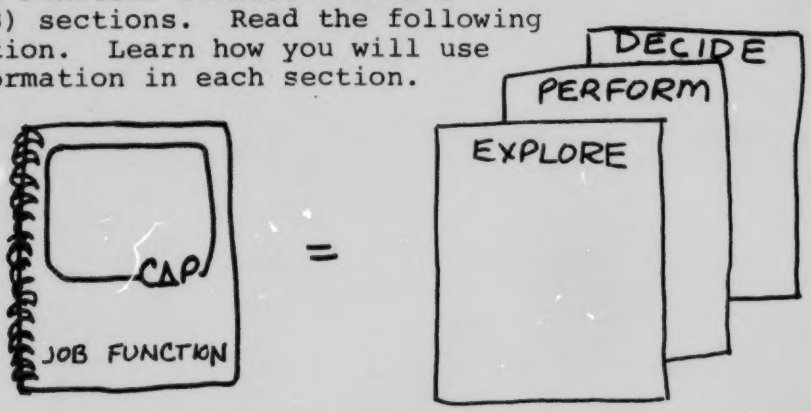


Job Function Booklet

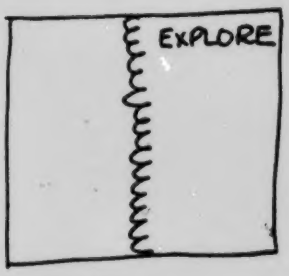
There is one booklet for each of the ten job functions. Find the booklet for the job function you selected. There are several booklets for each job function. Have other people already selected the Job Function booklet you need? Then, choose your next highest-ranking job function. Find the booklet for it.



Each Job Function booklet contains three (3) sections. Read the following information. Learn how you will use the information in each section.



SECTION I: EXPLORE



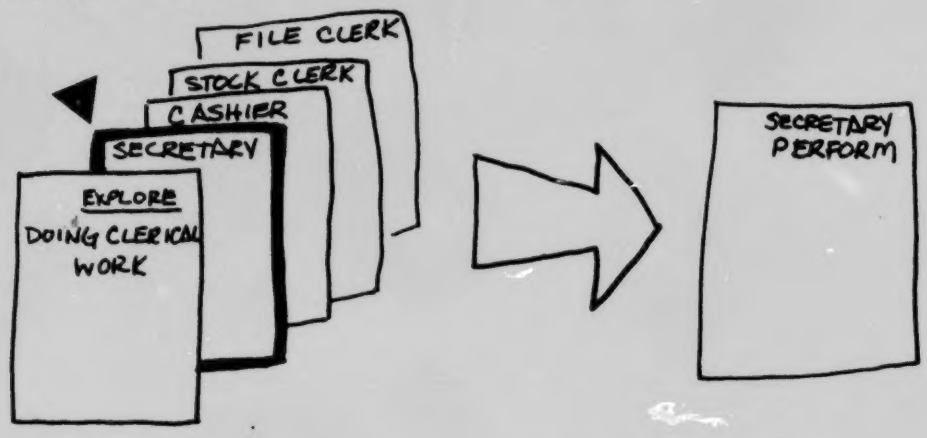
As you explore, you will learn about:

- the primary function of a certain group of workers
- the types of jobs performed by the group of workers
- the work maturity skills required of the workers. These are the behaviors that employers expect of their workers--the behaviors that enable workers to do their jobs well. For example: be on time for work; cooperate with others.
- the interests and abilities of the group of workers
- four occupations in which workers perform the job function

You will complete a reaction form for each job function you explore. You will identify the interests and abilities you share with the group of workers.

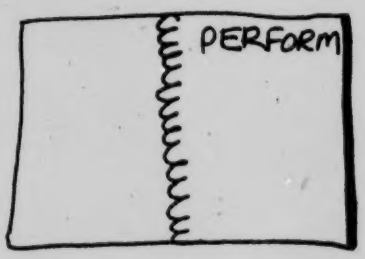
Turn to the EXPLORE section of your Job Function booklet. Glance through the section. See how the information is presented. Find the proper reaction form in this guide. (See the index on page 163.) Then turn to the next page.

At the end of the EXPLORE section, you will be asked to select an occupation from the four described. Then you will turn to the PERFORM section of that occupation.



SECTION II: PERFORM

There are four PERFORM sections in each Job Function booklet--one for each occupation. You will find the PERFORM section for the occupation you chose. Each PERFORM section is marked with a vertical black line.

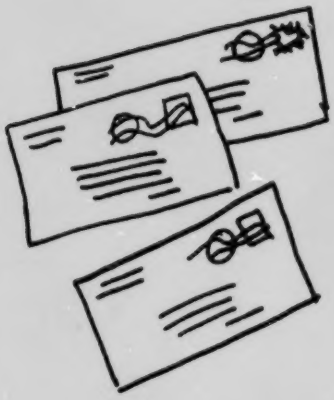


Here you will read about the responsibilities of people who work in the occupation.

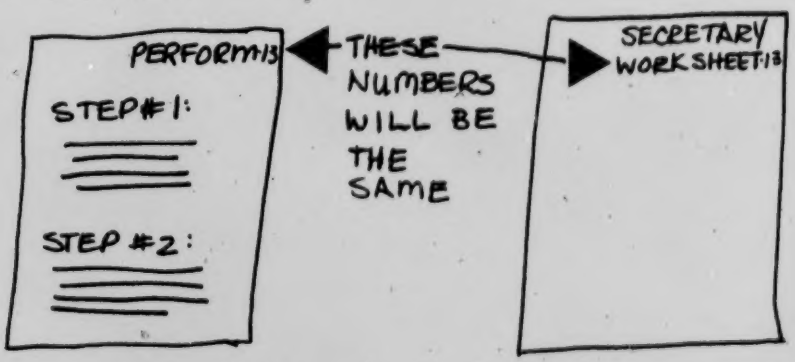
> Responsibilities are the duties an employer expects a worker to perform. They are the competencies or sets of skills a worker must have.

Then, you will perform an activity. The activity is part of one of the worker's responsibilities. It is a task. Example:

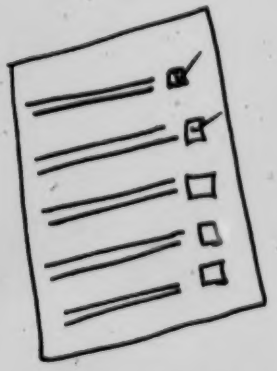
Occupation: Secretary
One competency or responsibility:
Handle Mail
One task or activity: Sort Mail



To do the activity, you should follow the steps outlined in PERFORM. When you need a worksheet, turn to the Worksheet booklet. Remember, the worksheets are listed by number. If necessary, ask your instructor to help you locate the proper sheet(s).



When you have completed an activity, you will ask your instructor to check your work and your worksheet(s). Then, you and your instructor will complete a checklist. The checklist will help you both to determine if you have completed the work correctly.



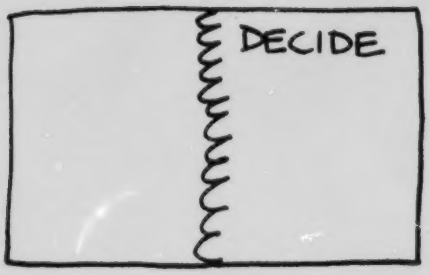
Doing the work-related activities is a valuable experience. It gives you a chance to learn about the work in an occupation. It helps you to learn if that work fits your interests and abilities.

After each activity, you will record your feelings about the work on a reaction form. These forms are located in this Program Guide. The name of the job function is titled in dark letters at the top of the pages. The related occupations are typed in all caps and underlined.

Look through the PERFORM section of your Job Function booklet. Do you see the type of information described above? Good! Now, find the reaction forms in this guide. Also, look through the worksheet booklet.

When you have located the reaction forms and worksheets, return to this page. Continue reading.

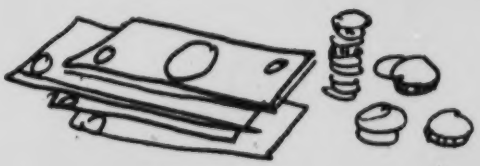
Return here.

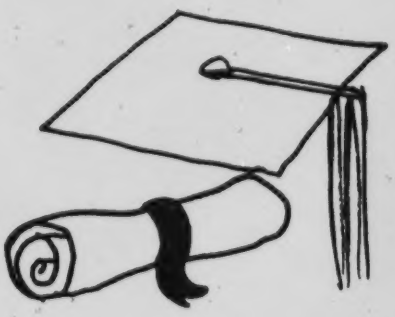


SECTION III: DECIDE

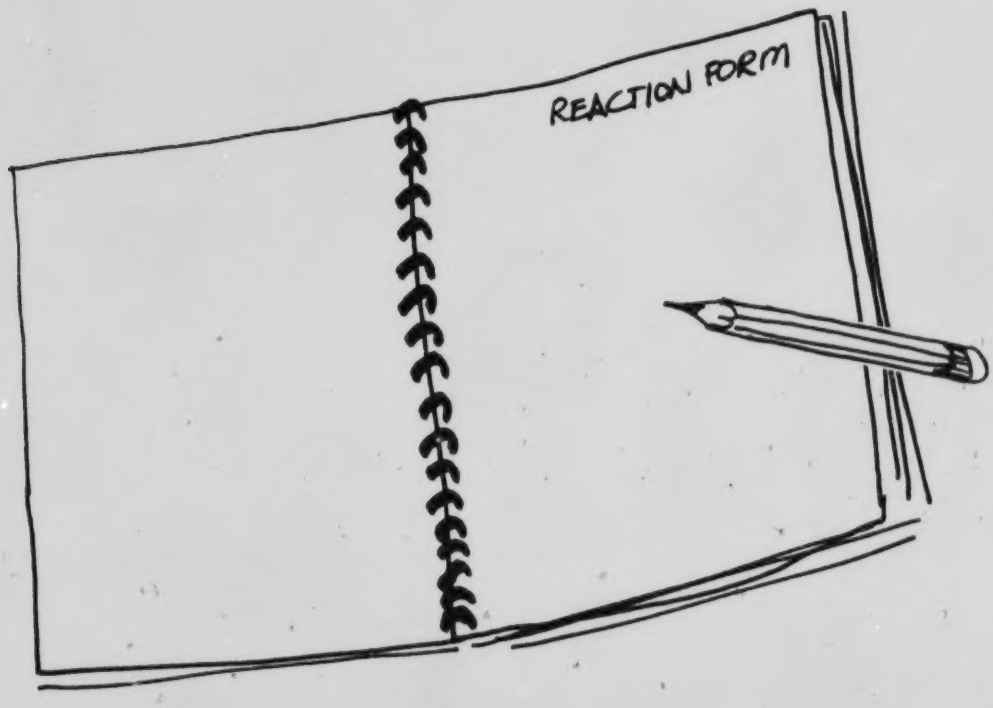
The DECIDE sections of the Job Function booklet contain more facts about work in the occupation. You will use these facts as you decide which occupations you want to pursue. You will learn

- some things that workers in the occupation like and some that they dislike
- the work hours
- how much the workers earn
- skills needed for this and similar-type jobs
- employment outlook
- opportunities for promotion
- education and training requirements





After you have read this section of your Job Function booklet, you will be asked to complete your reaction form. Keep all completed forms bound in your Program Guide. They contain all the information you need to help you make career decisions. They are your personal record for career planning.



Look through the DECIDE section of your Job Function booklet. Then return to this page.

Return here.

New Words

You have just read a lot of information. You have learned a lot of new words. Do you remember what these words mean? Test yourself by completing the matching game below. If you are not sure about a definition, look back through the previous pages of this Introduction to find the word and its meaning. Check your answers with the key below.

___Interests	a. activities or events through which we learn about ourselves, our interests, and our abilities
___Responsibilities	
___Job Function	
___Experiences	b. things we like to do
___Abilities	c. the general activity that workers perform in their jobs
___Skills	
___CAP	d. things we do well
	e. things that employers expect workers to do
	f. Career Alert Planning
	g. things we are able to do

Key

b Interests
e Responsibilities
c Job Function
a Experiences
g Abilities
f CAP
d Skills

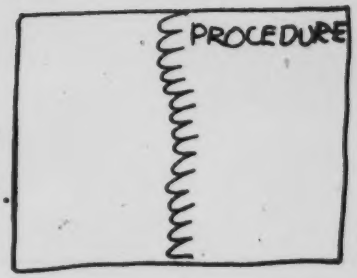
Step 3. Begin

Now is the time for you to investigate a number of job functions and occupations. As you EXPLORE, PERFORM, and DECIDE, you will learn a lot more about yourself and about occupations you might pursue. You will be ready to PLAN.

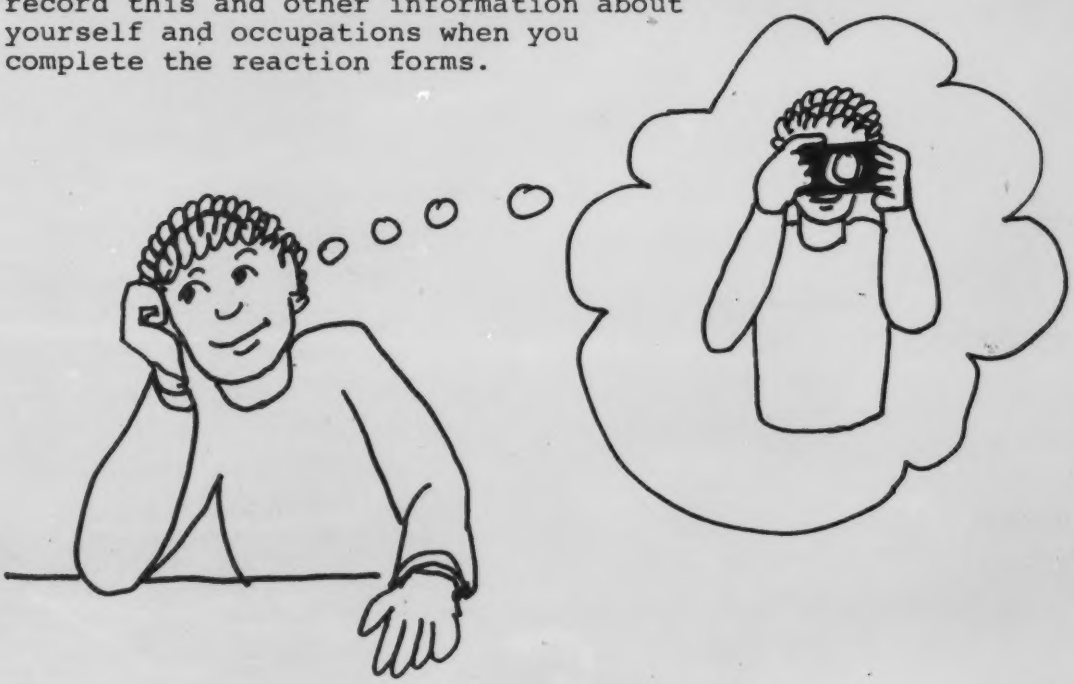
You should investigate the occupations that most appeal to you. For example,

Job Function	Occupations
Arranging	Interior designer
	PERFORM DECIDE
	Hair Stylist
	PERFORM DECIDE
EXPLORE	Architect
	PERFORM DECIDE
	Florist
	PERFORM DECIDE

After you have completed your investigation of one occupation, turn to the Procedure section of this guide. There you will receive directions on how to choose other occupations to investigate.



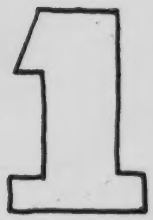
As you do the work outlined in your Job Function booklets, try to imagine yourself in a real situation. Picture yourself doing the work regularly. Ask yourself if you have anything in common with the workers. You will record this and other information about yourself and occupations when you complete the reaction forms.



You will use all the information you gather during this "Career Alert" in the last phase of the CAP program--PLANNING.

Now, open your Job Function booklet and being to EXPLORE.

Begin here:



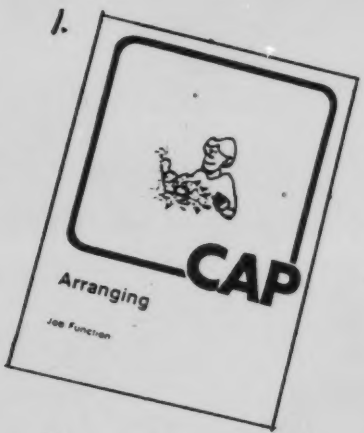
If you have completed the investigation of ONE occupation

You have just had an experience

- "acting" in one occupation
- performing a job function

This experience has helped you to find out a little more about yourself. It has helped you to learn about the things you like to do and about things you are able to do. It has helped you to become aware of how you feel about work in one occupation.

1.



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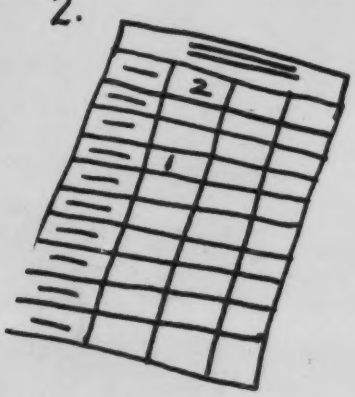


To learn even more about yourself, select another occupation to investigate. Every experience you have will give you more information about yourself.

You may select your occupation in one of two ways.

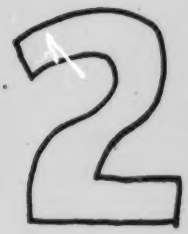
1. Select another occupation from the same job function group, or

2. Select your second highest-ranking job function. Read the EXPLORE section. Then select one of the four occupations listed in that job function.

When you have completed your work in the second occupation, return to this Procedure section of the Program Guide. Read the next set of instructions.

Begin here:

If you have completed the investigation of TWO occupations



How is your search coming along? Are you solving some of the mysteries about yourself? Are you learning about your interests? and abilities?

Well, don't give up. There are many more clues to follow as you continue your "Career Alert."

The third occupation you select should be from a job function that you ranked "medium" or "low." It will be interesting to find out if your feelings about a job function are the same before your experience as they are after it.

You are going to learn so much about yourself!

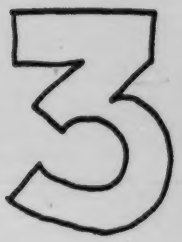
Self Inventory Chart

CARD SORT

JOB FUNCTION	high	medium	low
A. ADVISING			
B. ARRANGING			
C. BUILDING AND MAKING			
D. DOING CLERICAL WORK			
E. HELPING			
F. MAINTAINING AND REPAIRING			
G. THINKING IN PICTURES			
H. USING ENVIRONMENTAL INFORMATION			
I. WORKING WITH EQUIPMENT			
J. WORKING WITH NUMBERS AND SYMBOLS			

Begin here:

If you have completed the investigation of THREE occupations

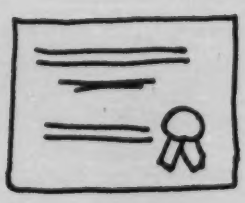


This time you will try something new! In your last three experiences, you selected occupations because of the job function performed in those occupations. Your interest and ability in performing the job function was the most important factor in your selection.

Priority: interests and abilities

However, interests and abilities are not the only factors people consider in choosing an occupation. There are many other factors that influence a person's career choice(s). Some of these are . . .

- salary
- working conditions
- training or educational requirements
- economic outlook--availability of jobs



The weight given to each of these factors in decision making is different for each individual.

Your experiences in the CAP program will help you to learn how important each factor is to you.

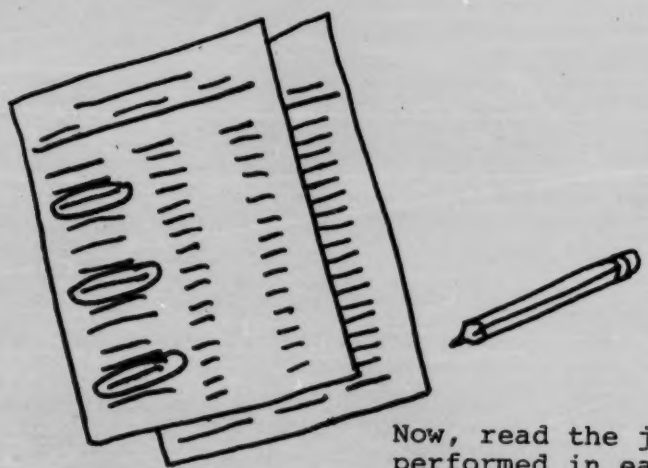
(continue reading)

For this experience, select an occupation with salary as your priority.

Priority: Salary

A number of occupations have the same salary level. Therefore, you will have to consider other factors in your selection, such as an occupation's appeal to you. Salary, however, should be the most important factor in your decision about which occupation to investigate.

Turn to the next page and read the Occupations and Salaries Chart. Circle five occupations that appeal to you because of salary level.



Now, read the job function that is performed in each of the five occupations you circled. (See page 37.) Which occupation appeals to you most?

Get the proper Job Function booklet. Read the EXPLORE section. Then select the occupation you circled and continue with PERFORM and DECIDE.

When you have completed the investigation of this occupation, return to this portion of your Program Guide.

OCCUPATIONS AND SALARIES CHART*

Occupation	Beginning Salary	Top Salary
1. Lawyer	$16,000	$70,000+
2. Child Care Attendant	$ 9,000	$11,500
3. Travel Agent	$ 9,000	$16,000+
4. Employment Counselor	$10,500	$20,000
5. Interior Designer	$ 9,000	$48,000+
6. Hair Stylist	$ 7,300	$21,000
7. Architect	$10,500	$50,000+
8. Florist	$ 7,000	$14,000
9. Carpenter	$10,500	$20,000+
10. Painter	$10,500	$20,000+
11. Roofer	$11,000	$20,000+
12. Drafter	$ 9,500	$17,000
13. Secretary	$ 9,000	$17,000
14. Cashier	$ 7,000	$17,700
15. Stock Clerk	$ 7,000	$11,000
16. File Clerk	$ 7,000	$10,000
17. Waiter/Waitress	$ 7,000	$16,000
18. Properties Manager	$ 8,000	$12,000
19. Police Officer	$11,000	$18,000+
20. LPN	$ 9,000	$13,600
21. Auto Mechanic	$ 9,400	$21,000
22. Plumber	$14,500	$23,500+
23. Appliance Repairer	$ 8,000	$17,000+
24. Sanitation Worker	$15,500	$15,500

*Based on 1981 salary rates.

Occupation	Beginning Salary	Top Salary
25. Photographer	$ 7,000	$ 9,000
26. Cartoonist	$ 7,000	$30,000
27. Display Artist	$ 9,000	$15,000
28. Commercial Artist	$ 7,000	$16,000
29. Landscape Gardener	$ 8,000	$12,000+
30. Fish and Game Warden	$ 9,700	$26,000
31. Farmer	$ 7,000	$50,000+
32. Meteorologist	$10,000	$50,000+
33. Computer Service Tech.	$11,500	$20,000
34. Telephone Operator	$ 8,000	$13,500+
35. Cook	$ 9,000	$13,000
36. Machinist	$10,700	$24,000
37. Med. Lab. Assistant	$ 8,000	$10,000
38. Computer Programmer	$11,500	$24,000+
39. Bank Teller	$ 7,600	$11,000
40. Library Assistant	$ 9,500	$12,000

Job Functions and Occupations Chart

A. Advising

1. Lawyer
2. Child Care Attendant
3. Travel Agent
4. Employment Counselor

B. Arranging

5. Interior Designer
6. Hair Stylist
7. Architect
8. Florist

C. Building and Making

9. Carpenter
10. Painter
11. Roofer
12. Drafter

D. Doing Clerical Work

13. Secretary
14. Cashier
15. Stock Clerk
16. File Clerk

E. Helping

17. Waiter
18. Properties Manager
19. Police Officer
20. Licensed Practical Nurse

F. Maintaining and Repairing

21. Auto Mechanic
22. Plumber
23. Appliance Repairer
24. Sanitation Worker

G. Thinking in Pictures

25. Photographer
26. Cartoonist
27. Display Artist
28. Commercial Artist

H. Using Information About the Environment

29. Landscape Gardener
30. Game Warden
31. Farmer
32. Meteorologist

I. Working with Equipment

33. Computer Service Technician
34. Telephone Operator
35. Cook
36. Machinist

J. Working with Numbers and Symbols

37. Medical Lab Assistant
38. Computer Programmer
39. Bank Teller
40. Library Assistant

Begin here:

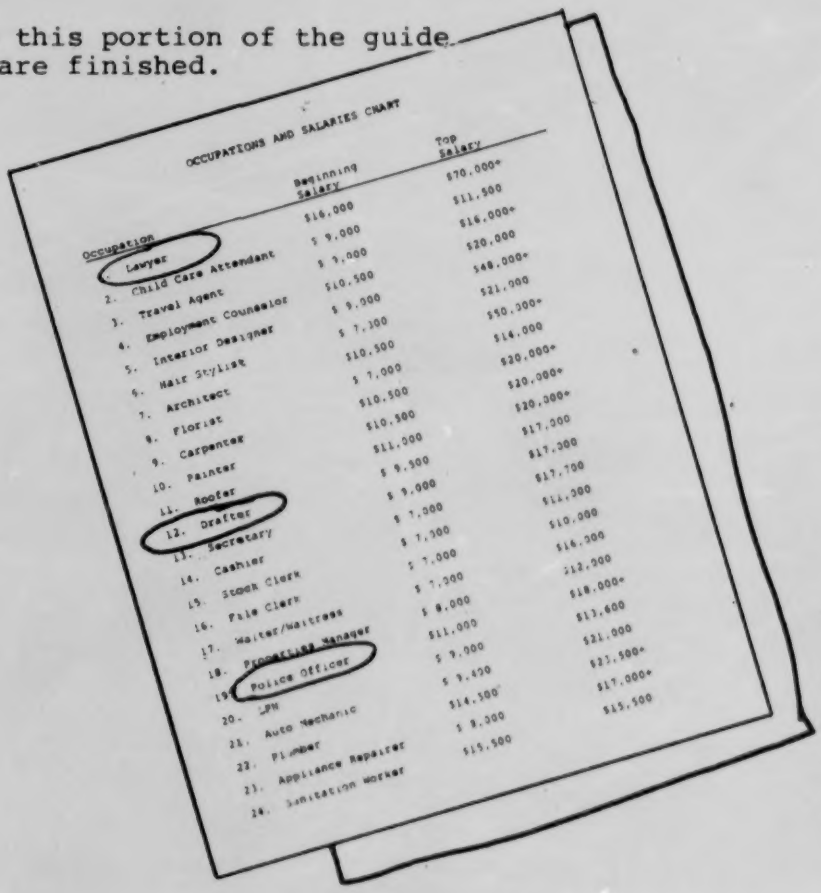
If you have completed the investigation of FOUR occupations

4

Turn to page 30 and review the occupations you circled in the Occupations and Salaries Chart.

Select another occupation from this list. Choose one you have not yet investigated. Get the appropriate Job Function booklet. Proceed as before.

Return to this portion of the guide when you are finished.

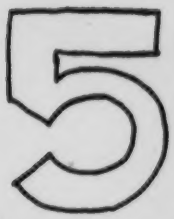


OCCUPATIONS AND SALARIES CHART

Occupation	Beginning Salary	Top Salary
Lawyer	$16,000	$70,000+
2. Child Care Attendant	$ 9,000	$11,500
3. Travel Agent	$ 7,000	$16,000+
4. Employment Counselor	$10,500	$20,000
5. Interior Designer	$ 9,000	$48,000+
6. Hair Stylist	$ 7,100	$21,000
7. Architect	$10,500	$50,000+
8. Florist	$ 7,000	$14,000
9. Carpenter	$10,500	$20,000+
10. Painter	$10,500	$20,000+
11. Roofer	$11,000	$17,000
12. Drafter	$ 9,500	$17,000
13. Secretary	$ 9,000	$17,700
14. Cashier	$ 7,000	$14,000
15. Stock Clerk	$ 7,500	$10,000
16. File Clerk	$ 7,000	$16,000
17. Waiter/Waitress	$ 7,000	$12,000
18. Production Manager	$ 8,000	$18,000+
19. Police Officer	$11,000	$13,600
20. [illegible]	$ 9,000	$21,000
21. Auto Mechanic	$ 9,420	$23,500+
22. Plumber	$14,500	$17,000+
23. Appliance Repairer	$ 8,300	$15,500
24. Sanitation Worker	$15,500	

Begin here:

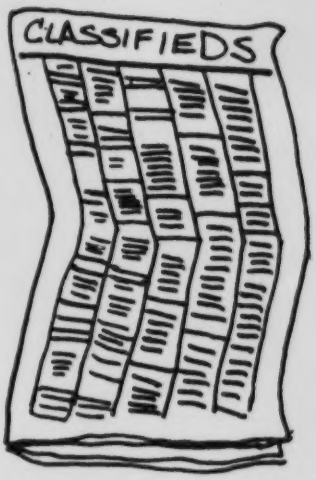
If you have completed the investigation of FIVE occupations



You are becoming a great detective! You are using all the clues in this "Career Alert" to find out more about yourself and work in various occupations.

At this point, you have made selections of occupations in two ways.

1. Priority: Interests and Ability
2. Priority: Salary



This time you are to select an occupation based on the employment outlook for the occupation.

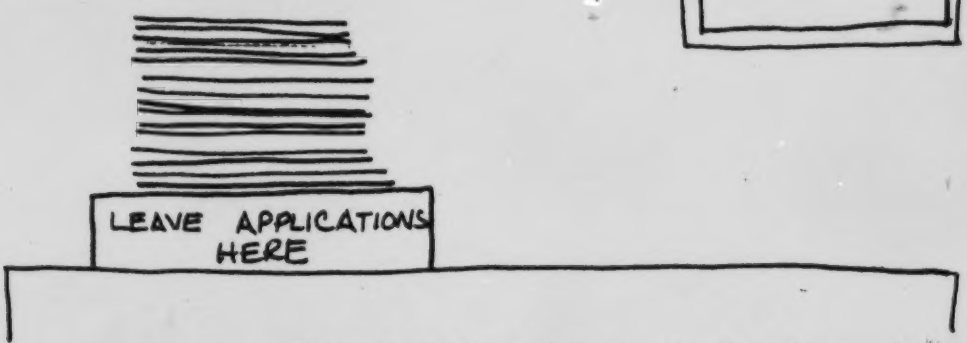
Priority: Employment Outlook

People can work only when there are jobs available for them. When you select an occupation and prepare for work in that occupation, you should know what your chances are for being employed.

It is hard to provide exact information about employment. This is because the number of jobs available in each occupation is different for each city, town, and state. And, the numbers are continually changing. The information given on page 41 is based on national data. That is, generally--across the nation--these figures are correct. correct.

The employment outlook is a factor you must consider when you make a career choice. If many jobs are available, you will have a greater chance of finding work. However, if you really want a job for which there are a limited number of openings, you will have to compete with others for the job. That is, you may have to become better qualified and skilled than other applicants before you will be hired for work.

You must learn if there are jobs in your community. If not, learn if there are jobs in other communities. You may have to move in order to find the work you desire.



How important to you is "employment outlook?" Is it something you will think about ☐ a lot or ☐ a little when you select the occupation for you? To help you answer these questions, investigate one or two more occupations.

Turn to the next page. Read the Employment Outlook Chart. Find the occupations for which there is high employment. Select one that you would like to investigate.

Get the Job Function booklet for that occupation. Read the EXPLORE section. Then, follow your chosen occupation as you PERFORM and DECIDE.

Return to this portion of the guide when you are finished.

EMPLOYMENT OUTLOOK CHART

Occupation	Employment Outlook
1. Lawyer	Good
2. Child Care Attendant	Good
3. Travel Agent	Good
4. Employment Counselor	Average
5. Interior Designer	Average
6. Hair Stylist	Average
7. Architect	Good
8. Florist	Good
9. Carpenter	Average
10. Painter	Average
11. Roofer	Average
12. Drafter	Good
13. Secretary	Excellent
14. Cashier	Excellent
15. Stock Clerk	Average
16. File Clerk	Average
17. Waiter/Waitress	Excellent
18. Properties Manager	Poor
19. Police Officer	Excellent
20. LPN	Excellent

Occupation	Employment Outlook
21. Auto Mechanic	Excellent
22. Plumber	Good
23. Appliance Repairer	Excellent
24. Sanitation Worker	Good
25. Photographer	Excellent
26. Cartoonist	Poor
27. Display Artist	Good
28. Commercial Artist	Good
29. Landscape Gardener	Good
30. Fish and Game Warden	Good
31. Farmer	Poor
32. Meteorologist	Excellent
33. Computer Service Technician	Excellent
34. Telephone Operator	Average
35. Cook	Excellent
36. Machinist	Good
37. Med. Lab. Asst.	Good
38. Computer Programmer	Excellent
39. Bank Teller	Good
40. Library Asst.	Good

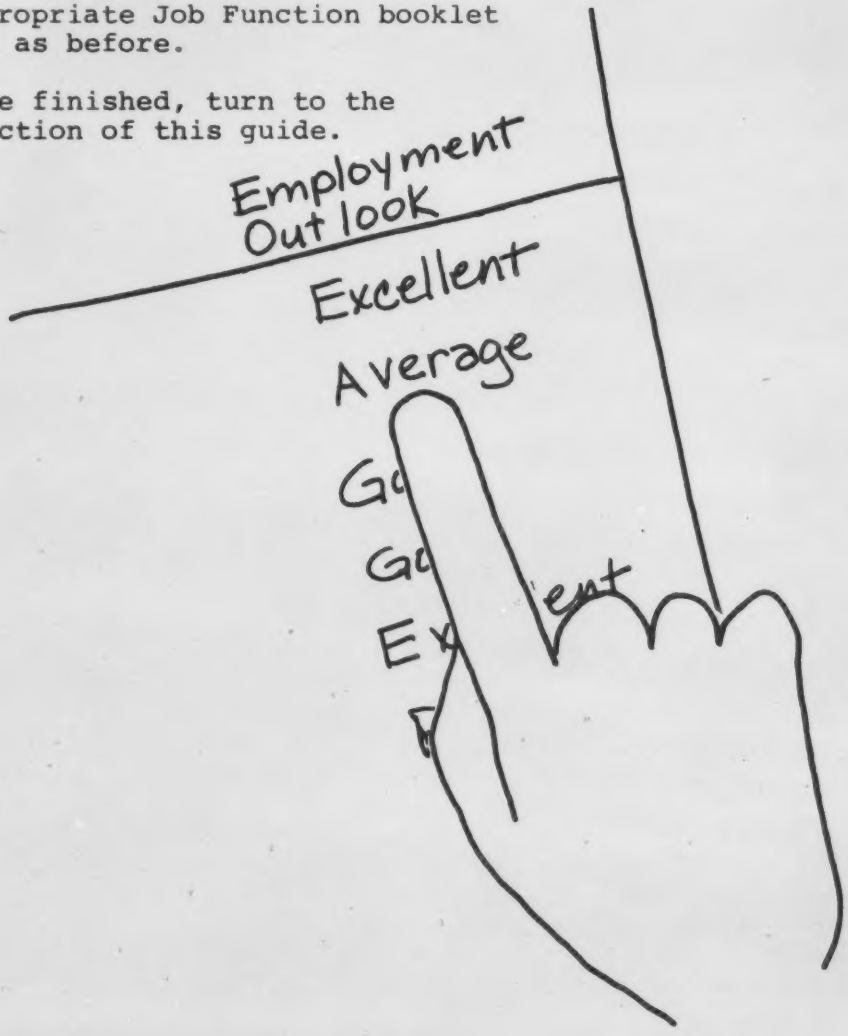
Begin here:

If you have completed the investigation of SIX occupations

This is the last occupation you will investigate. Turn to the Employment Outlook Chart on page 41. This time, select an occupation for which the employment outlook is average.

Get the appropriate Job Function booklet and proceed as before.

When you are finished, turn to the PLANNING section of this guide.



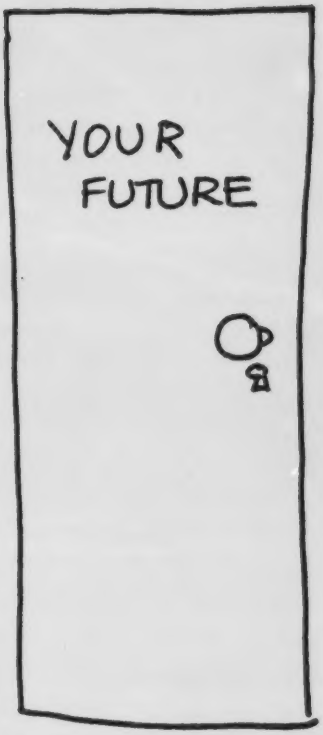
Planning

You have been a great detective! You have followed a number of clues. These clues have helped you to discover some important things about yourself and about the kind of work you might pursue.

Now it is time to make your plans--your plans for becoming employed. To PLAN, you must . . .

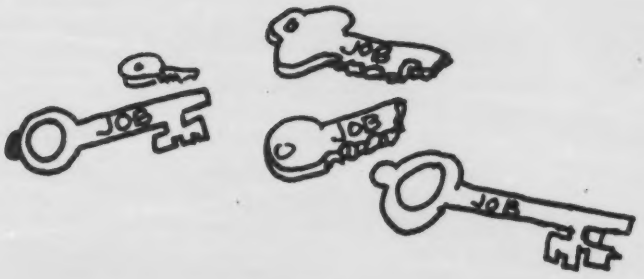
- decide on an occupation to pursue
- find out what you must do to enter the occupation of your choice

Decision Making



You have already made some decisions. In the DECIDE sections of your Job Function booklets, you made decisions about things that you liked and disliked about each occupation. You recorded this information on reaction forms.

Now you will make a decision about which occupation to look into. To do this, you must match yourself to an occupation.



Here's How:

1. Turn to your completed reaction forms in this Program Guide.

2. Read the comments you wrote on each form. Do you have an interest in any of the occupations you investigated? If so, proceed to STEP 3 on page 47. If not, return to your Self-Inventory Chart. Explore several other job functions and occupations until you locate two that are interesting to you. It would be pointless to pursue an occupation in which you had no interest.

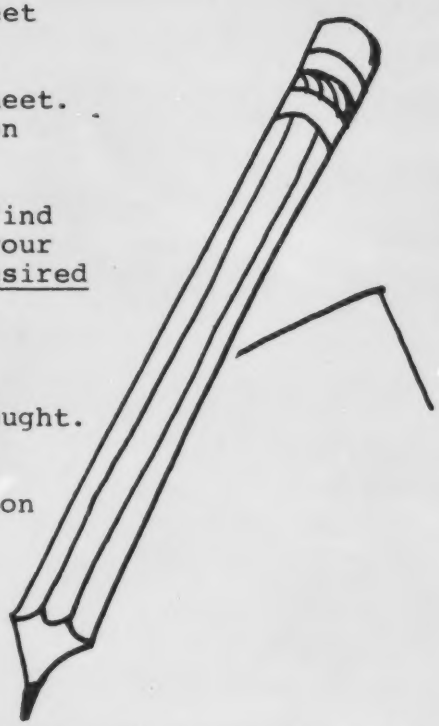
3. Now turn to the Planning Worksheet on page 49.

4. Fill in the blanks on the worksheet. (Refer to your completed reaction forms as needed.)

   This exercise will help you to find out the occupations that match your interests, abilities, skills, desired salary, and accepted employment outlook.

   Spend some time completing this worksheet. Give it a lot of thought. Be honest with yourself.

   You may select the same occupation as many times as you wish.



Planning Worksheet

5. Look at the occupations you listed on the worksheet. Have you listed any occupations more than once? more than twice? more than three times?!!! Write the name of the occupation that appears most often in the space below.

   _____

   If you do not have a match, go over the worksheet again. Could you honestly make any changes that would show a match? Ask your instructor for help if necessary.

6. Now, analyze your choices. See if the occupation you chose is somewhat agreeable for each of the five areas listed on the worksheet.

   For example, look at the Sample Worksheet on page 50.

   Tom White has two matches.
   Travel Agent
   Florist

Travel Agent matches Tom's interests, abilities, and desired salary. Florist matches Tom's interests, desired salary, and employment outlook.

Each occupation has three matches. So, Tom must analyze each choice.

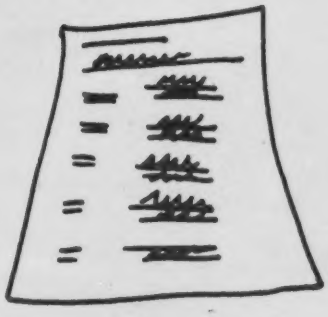
After careful thought, Tom decides that he might look into a job as travel agent. He thinks he could develop the skills required. He thinks that he will be able to find work--the employment outlook is acceptable to Tom.

When analyzing the florist occupation, Tom decides he has few abilities that relate to florist work. He believes he will never be able to learn to do the work <u>well enough</u> to succeed at the job.

Therefore, after careful analysis, Tom decides to look into the occupation of

Travel Agent

OR



Analyze your worksheet in the same way Tom did. Ask your instructor or counselor for help. This is an important decision for you to make. Give it time and effort.

When you have made a decision, write the name of the occupation in the space below.

My occupation:_____

Now, find out what you must do to prepare for that occupation.

Planning Worksheet

Name_____

List 2 occupations that you liked the most. (Interests)

1._____

2._____

List 2 occupations in which you were able to do the activities. (Abilities)

1._____

2._____

List 2 occupations in which you believe you could learn to do the work well. (Skills)

1._____

2._____

List 2 occupations that receive a salary you would prefer.

1._____

2._____

List 2 occupations for which the employment outlook is agreeable.

1._____

2._____

Sample Worksheet

Name: Tom White

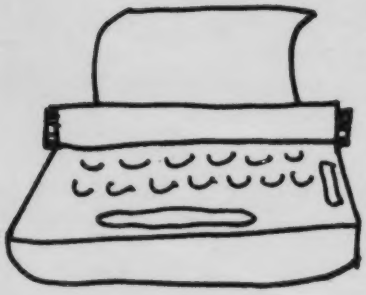
Reaction Forms
1. Landscape Gardener
2. Florist
3. Telephone Operator
4. Stock Clerk
5. Travel Agent
6. Secretary

Interests	1. Florist 2. Travel Agent
Abilities	1. Travel Agent 2. Secretary
Skills	1. Stock Clerk 2. Telephone Operator
Salary	1. Travel Agent 2. Florist
Employment Outlook	1. Landscape Gardener 2. Florist

Preparation

You must prepare for any occupation you select. In some cases, the preparation might require you to do as little as review information. Or you may have to practice a skill you already have. In other cases, however, the preparation might be more involved. It might require you to take a training course. Or you may have to return to school.

Before you can make any plans, you must know what preparation is needed for the job.



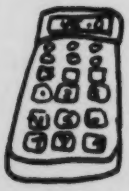
To find out:

Learn what skills are required

1. Get the Job Function booklet that includes the occupation you selected. Turn to the EXPLORE section.

2. Find out what job skills are required.

   Job skills are skills that relate to a specific task or work you must do in a job. Examples of such skills follow.



Occupation	Job Skill
Secretary	Typing letters
Drafter	Using a calculator
Photographer	Taking pictures
Cook	Preparing food

Read in EXPLORE about the jobs performed by people who work in the job function. These are some of the job skills those workers will need. Then, turn to DECIDE to find other necessary job skills. Ask your instructor or people who work in the occupation for other suggestions.

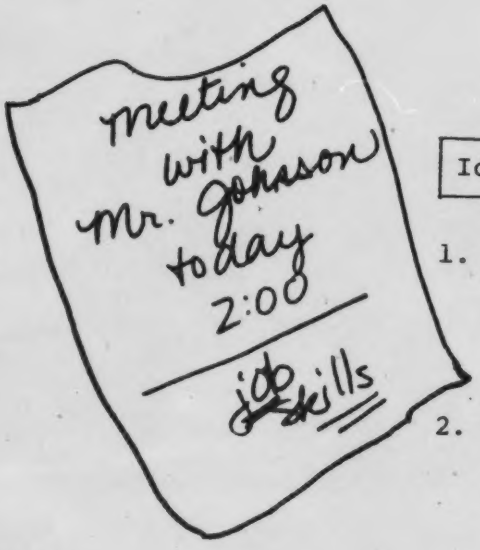
3. List the job skills you will need in the occupation you selected. Turn to the Preparation Worksheet on page 55 and record your list on Part A of the worksheet.

4. Find out what work maturity skills are required.

Work maturity skills are skills that relate to a worker's behavior on the job. All workers must develop work maturity skills in order to succeed in a job.

Examples of work maturity skills that are required of workers are listed in Part B of the Preparation Worksheet.

Talk with your instructor, with someone who works in the occupation, and with someone who hires such workers. Ask them to identify the work maturity skills they believe are important to the job. Place a check in front of these skills.



Identify the skills you already have

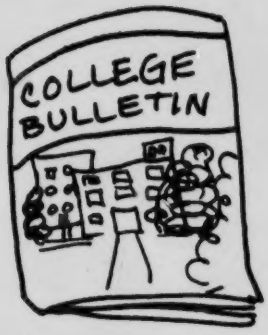
1. Meet with your instructor. Discuss your past work experiences (if any), your high school work, and any school activities or volunteer work you have done.

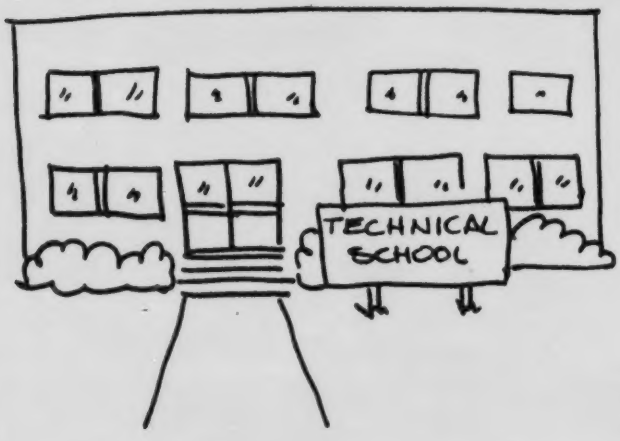
2. Make a list of the skills you have. List those you need to develop. Write this list in Part C of the Preparation Worksheet.

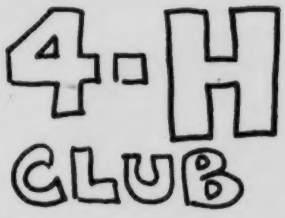
Find out where you can learn the skills you do not already have

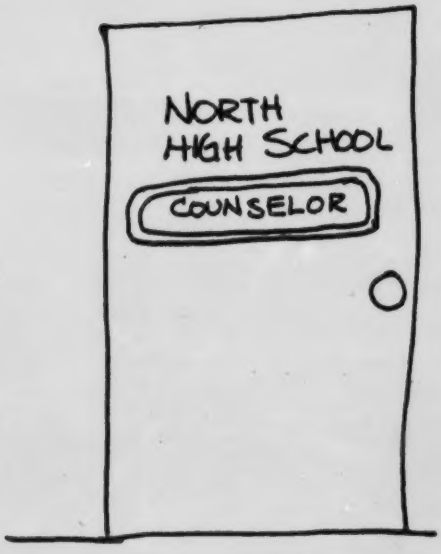
1. Find out what things you can do in high school, vocational school, or college. Learn what kinds of courses you can take. Learn what activities you could pursue. Find out what part-time work you could seek.

2. Find out what is available in your community. What kind of preparation can you get? Turn to the chart on the next page. Find out the answers to the five questions listed on the chart.









Preparing for the Occupation of _____

1. What courses can I take? Where?

2. How can I learn more about the occupation?

3. Where can I get experience doing the work?

4. Where can I find a job doing this type of work?

5. Where can I enroll in a training program that will help me develop the skills I need to work in this occupation?

Preparation Worksheet

Part A.

List below the job skills you will need to work in your chosen occupation.

Part B

Place a check in front of the work maturity skills you must have to succeed in your work.

- ☐ Present a clean and well-groomed appearance.
- ☐ Practice good health habits.
- ☐ Wear clothing that is appropriate for work.
- ☐ Wear clothing that is clean, pressed, and in good repair.
- ☐ Be confident in yourself.
- ☐ Be friendly, polite, courteous, and pleasant.
- ☐ Be helpful, kind, considerate, and even-tempered.
- ☐ Be interested in others.
- ☐ Be creative.
- ☐ Be willing to learn.
- ☐ Accept new ideas and ways of doing things.
- ☐ Take pride in your work.
- ☐ Be honest.
- ☐ Be loyal.
- ☐ Keep information confidential.
- ☐ Respect property.
- ☐ Be punctual.
- ☐ Be dependable.
- ☐ Complete tasks willingly and on time.
- ☐ Be able to work under pressure and meet deadlines.
- ☐ Complete tasks neatly, accurately, and attractively.
- ☐ Be conscientious.
- ☐ Speak and write clearly.
- ☐ Use good grammar.
- ☐ Practice safe use of tools and equipment.
- ☐ Follow company rules.
- ☐ Express thoughts, feelings, and attitudes effectively.
- ☐ Correctly relate information and messages.
- ☐ Listen to and respect the opinions of others.
- ☐ Follow instructions.
- ☐ Work independently to complete tasks.
- ☐ Solve problems.
- ☐ Follow directions.
- ☐ Cooperate with others.
- ☐ Work well under supervision.
- ☐ Work well as a member of a team.
- ☐ Get along with others.
- ☐ Use good verbal skills.
- ☐ Use positive nonverbal communication.

Part C

List below the skills you have.

List the skills you must develop.

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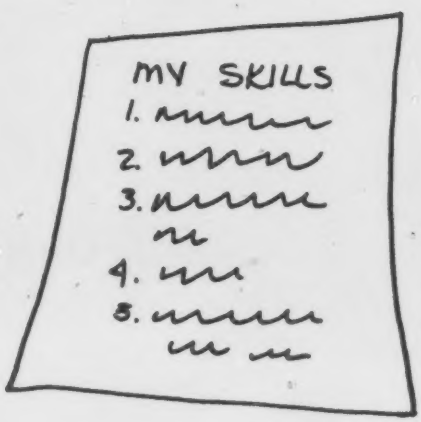
Have you completed the chart? Good! Now you have all the information you need to make your plans.

Talk with your counselor or instructor. Plan the first step in seeking your career. Remember, you are never locked into any one occupation. You are merely looking into an occupation you believe you will like.



Many of the skills you will learn are transferable. That is, they are skills you will be able to use in any number of other jobs. Both work maturity skills and job skills can be transferable skills. The following chart gives you some examples of transferable skills. It also shows you just a few of the occupations to which certain job skills and work maturity skills can be carried or transferred.

So, keep a record of skills as you acquire them. If you change your mind and want to work in another occupation, you will be able to recognize the skills you have that are transferable. You will be able to list those skills for an employer.

Keep in mind that all you can learn about yourself and about occupations is valuable information. The knowledge and skills you acquire will help you to be an employable person--a person who can find and keep a job.

Example: Transferable Skills

SKILLS	OCCUPATIONS roofer	chimney builder	bank teller	painter	stock clerk
Job skills					
Making math computations	x	x	x	x	x
Using building tools, such as hammers, nails, etc.	x	x			
Working with tile, metal, asphalt	x	x			
Climbing ladders and working outdoors	x	x		x	
Work maturity					
Listening to and following directions	x	x	x	x	x
Cooperating with others	x	x	x	x	x
Accepting supervision	x	x	x	x	x

Reaction Form

Job Function: Advising

EXPLORE

Place a check in front of the interests and abilities you share with people who advise.

Interests

_____helping people

_____talking to people you don't know well

_____solving puzzles and problems

_____being the leader in clubs or groups

_____working on many different projects

_____making decisions

Abilities

_____thinking through problems to find the best solutions

_____sharing knowledge with other people

_____locating important facts

_____gaining the trust and confidence of other people

_____being well organized

_____learning and remembering a lot of information about a subject

Reaction Form

Advising

Occupation:
Lawyer

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a lawyer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Prepare for the interview?	☐
☐	Listen carefully to learn important details about the case and write down these details?	☐
☐	Make sure the information is correct?	☐
☐	Use good judgment in deciding how to advise your client?	☐
☐	Give advice to your client and explain your reasons for the advice you give?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in advising. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Advising

Occupation:
Child Care Attendant

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a child care attendant performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out each child's behavior problem?	☐
☐	Identify one reason for each child's behavior?	☐
☐	Identify one way to help each of the children to get along with others?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in advising. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Advising

Occupation:
Travel Agent

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a travel agent performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Record the client information on the Client Statement?	☐
☐	Figure out and record the hotel costs: 1. The total hotel rate? 2. The amount of tax? 3. The total hotel cost?	☐
☐	Record the flight information on the Client Statement?	☐
☐	Figure the airline costs: 1. the total airline rate? 2. the total airline tax? 3. the total airline cost?	☐
☐	Figure the total amount of the bill?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in advising. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Advising

PERFORM

Occupation:
Employment Counselor

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity an employment counselor performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify some facts about your client?	☐
☐	Find out about jobs that are available?	☐
☐	Decide if your client has the proper job skills, education, and experience required for each of seven jobs?	☐
☐	Correctly advise client of two suitable jobs?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in advising. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Arranging

EXPLORE

Place a check in front of the interests and abilities you share with people who arrange.

Interests

_____working with other people

_____looking at things that are attractive and pleasing to the eye

_____finding new ways to do things

_____drawing pictures of ideas

_____changing things to make them look better

_____combining colors and styles to create an effect

Abilities

_____remembering small details

_____imagining how the final product will look

_____dealing with customers with tact and courtesy

_____hurrying to finish a project without getting upset

_____adjusting plans to suit the customer's wishes

_____making decisions based on personal judgments

Reaction Form — Arranging

PERFORM

Occupation:
Interior Designer

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity an interior designer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Lay out Floor Plan 1?	☐
☐	Lay out Floor Plan 2?	☐
☐	Paste up the final two floor plans and show them to your customer?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in arranging. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Arranging

PERFORM

Occupation:
Hair Stylist

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a hair stylist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Circle on the Styling Hints chart the physical features that match your own?	☐
☐	Describe the styling hints that are good for your features?	☐
☐	Create a hair style for yourself?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in arranging. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide.
Find the directions that apply to you.

Reaction Form — Arranging

PERFORM

Occupation:
Architect

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity an architect performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Find the room sizes?	☐
☐	Plan the room arrangements?	☐
☐	Discuss the plan with your client?	☐
☐	Make changes to suit client's wishes?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in arranging. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Arranging

Occupation:
Florist

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a florist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Gather the flowers you have in your shop?	☐
☐	Select a shape to use for each arrangement?	☐
☐	Select the colors of flowers to use in each room?	☐
☐	Choose flowers of appropriate size?	☐
☐	Choose leaves that complement the flowers?	☐
☐	Make the two arrangements so that they are attractive in the rooms described?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in arranging. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Building and Making

EXPLORE

Place a check in front of the interests and abilities you share with people who build and make things.

Interests

_____working with tools

_____helping people put things together

_____painting

_____studying different materials and learning what each is used for

_____working outdoors

_____seeing things that are well made

Abilities

_____making something by following an example of what someone else has made

_____figuring out how to put things together

_____choosing the right tools for a project

_____matching colors of things like paint

_____measuring the length, width, and depth of things

_____climbing ladders and lifting heavy items

Reaction Form — Building and Making

PERFORM

Occupation:
Carpenter

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a carpenter performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify the building materials you will need?	☐
☐	State how each building material is used?	☐
☐	Find out the size of room that is to be built?	☐
☐	List the number of wall studs you will need?	☐
☐	List the number of panels you will need?	☐
☐	List the pounds of common nails you will need?	☐
☐	List the pounds of finishing nails you will need?	☐
☐	Check your work to make sure it is correct?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in building and making. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Building and Making

PERFORM

Occupation:
Painter

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a painter performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find the size of the house to be painted?	☐
☐	Find the area of the rectangle-shaped outside walls?	☐
☐	Find the area of the rectangle shapes on the outside walls that are not to be painted?	☐
☐	Find the area of the triangle-shaped parts of the house?	☐
☐	Find the total area to be painted?	☐
☐	Figure out how much paint you need to cover the area to be painted?	☐
☐	Check your work?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in building and making. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Building and Making

PERFORM

Occupation:
Roofer

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a roofer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify roofing materials you will use?	☐
☐	Find out the size of the roof?	☐
☐	Find the total area of the roof?	☐
☐	Find the area you will cover with shingles?	☐
☐	Figure out the number of materials you will need? shingles? nails? pounds of nails?	☐
☐	Check your work?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in building and making. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Building and Making

PERFORM

Occupation:
Drafter

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a drafter performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify the materials shown in the sketch?	☐
☐	Find out the measurements you will use to draw the materials on the graph paper?	☐
☐	Make the exact drawing of the corner on the graph paper?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in building and making. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Doing Clerical Work

EXPLORE

Place a check in front of the interests and abilities you share with clerical workers.

Interests

_____doing the same basic duties every day

_____being neat

_____greeting people

_____working with machines such as cash registers, typewriters, etc.

_____working indoors

_____putting things in order

Abilities

_____following directions

_____doing accurate and careful work

_____finishing each job you start

_____being neat and well organized

_____concentrating on work even when other people are around

_____moving from one task to another without becoming confused

Reaction Form

Doing Clerical Work

Occupation

Secretary

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a secretary performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Compose a letter for your boss asking for the information he/she requested?	☐
☐	Use complete sentences?	☐
☐	Use correct grammar?	☐
☐	Put the parts of the letter in the proper format?	☐
☐	Copy or type the letter correctly?	☐
☐	Correct any mistakes?	☐
☐	Get your boss's signature?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in doing clerical work. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Doing Clerical Work

PERFORM

Occupation:
Cashier

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a cashier performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Figure the correct amount of change for each of 10 customers?	☐
☐	Choose the correct kinds of bills and coins to give in change?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why or why not?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in doing clerical work. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Doing Clerical Work

PERFORM

Occupation:
Stock Clerk

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a stock clerk performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Check off the items that were delivered on each of six orders?	☐
☐	Place the items in the correct storage bins?	☐
☐	Arrange the items in the storage bins as instructed?	☐
☐	Label the items in the bins?	☐
☐	Count the correct numbers of items on hand when doing the inventory?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why or why not?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in doing clerical work. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide.
Find the directions that apply to you.

Reaction Form

Doing Clerical Work

Occupation:
File Clerk

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a file clerk performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor
☐	Identify one way to file information?	☐
☐	Place the new customer cards in alphabetical order?	☐
☐	Insert the new cards alphabetically into the existing file?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in doing clerical work. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Helping

Job Function:
Helping

REACTION FORM

EXPLORE

Place a check in front of the interests and abilities you share with people who work in helping jobs.

Interests

_____meeting new people

_____doing things for friends

_____making decisions

_____changing from one duty to another frequently

_____standing or walking rather than sitting

_____being around many different kinds of people

Abilities

_____doing your share of the work

_____being sensitive to the needs of others

_____following instructions exactly

_____being calm when faced with a problem

_____using common sense

_____working fast in an emergency

Reaction Form — Helping

Occupation:
Waiter/Waitress

PERFORM

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a waiter or waitress performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Get the menu?	☐
☐	Greet your customers?	☐
☐	Take the order?	☐
☐	Figure the bill?	☐
☐	Give the bill to your customer?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in helping. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Helping

PERFORM

Occupation:
Properties Manager

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a properties manager performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out about the scenes in the play?	☐
☐	Identify the properties you need for Scenes #1, #2, #3, #4, and #5?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in helping. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Helping

PERFORM

Occupation:
Police Officer

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a police officer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out about the accident?	☐
☐	Fill out the top part of the Traffic Accident Report?	☐
☐	Fill out the information about Car #1?	☐
☐	Fill out the information about Car #2?	☐
☐	Fill out the information about the police investigation?	☐
☐	Decide if someone is guilty of a traffic violation?	☐
☐	Write a ticket?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in helping. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form — Helping

PERFORM

Occupation:
Licensed Practical Nurse

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity an LPN performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify medical terms?	☐
☐	Take the patient's pulse when he or she is sitting?	☐
☐	Take the patient's pulse after he or she has just been walking?	☐
☐	Take the patient's pulse after he or she has just been running?	☐
☐	Take the patient's pulse after he or she is sitting again after exercising?	☐
☐	Make a graph to show the changes in your patient's pulse rate at different stages of exercise?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in helping. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

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Reaction Form

Job Function: Maintaining and Repairing

EXPLORE

Place a check in front of the interests and abilities you share with people who maintain and repair things.

Interests

_____fixing broken clocks, toys, and other things

_____hobbies like building model cars or ship models

_____finding out how machines work

_____doing things that require physical activity

_____working alone on a project

_____using mechanical gadgets

Abilities

_____working with tools and machines

_____working carefully when doing dangerous jobs

_____moving and lifting heavy objects

_____doing the same task over and over without getting careless

_____working to precise measurements

_____following blueprints or diagrams

Reaction Form

Maintaining and Repairing

PERFORM

Occupation:
Auto Mechanic

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity an auto mechanic performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out the facts about the work that was done?	☐
☐	Fill in the information about the customer and his car?	☐
☐	Record the parts and labor?	☐
☐	List the costs of parts, including tax?	☐
☐	List the cost of labor?	☐
☐	Find the total cost of parts and labor?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in maintaining and repairing. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Maintaining and Repairing

PERFORM

Occupation:
Plumber

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a plumber performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify the symbols used for pipe and pipe fittings?	☐
☐	Record the project number on the order form?	☐
☐	Find the total length of pipe needed?	☐
☐	Find the number of 22' lengths of pipe?	☐
☐	Find the number of tees needed?	☐
☐	Find the number of elbows needed?	☐
☐	Find the number of valves needed?	☐
☐	Sign the order form?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in maintaining and repairing. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Maintaining and Repairing

PERFORM

Occupation:
Appliance Repairer

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity an appliance repairer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out what is wrong with each machine?	☐
☐	Find out the cause of the problem?	☐
☐	Identify the way to fix each machine?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in maintaining and repairing. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Maintaining and Repairing

PERFORM

Occupation:
Sanitation Worker

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a sanitation worker performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out the city trash collection laws?	☐
☐	Identify the trash items you can collect?	☐
☐	Identify the trash you can collect at each stop of your route?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in maintaining and repairing. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Thinking in Pictures

EXPLORE

Place a check in front of the interests and abilities you share with people who think in pictures.

Interests

_____sharing ideas with other people

_____drawing, painting, and sketching

_____telling stories with pictures

_____looking at something rather than reading about it

_____seeing colorful, attractive, and humorous things

_____choosing different ways to express ideas

Abilities

_____drawing pictures of ideas

_____working with paint brushes, pens, charcoal, and other art tools

_____picturing what something will look like

_____working quickly when necessary to meet deadlines

_____forgetting about everything but work when there is a lot to do

_____creating things that people will look at

Reaction Form

Thinking in Pictures

PERFORM

Occupation:
Photographer

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a photographer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Decide the first picture that will look better if it is cropped?	☐
☐	Align the cropping frame?	☐
☐	Draw the cropping line?	☐
☐	Cut out the picture?	☐
☐	Crop the remaining pictures in the same way?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in thinking in pictures. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Thinking in Pictures

PERFORM

Occupation:
Cartoonist

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a cartoonist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Think of some ideas about how to present the topic?	☐
☐	Sketch your ideas?	☐
☐	Sequence pictures to tell the message?	☐
☐	Make the final drawings?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in thinking in pictures. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Thinking in Pictures

PERFORM

Occupation:
Display Artist

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a display artist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Draw a number of items you might put in the first display?	☐
☐	Choose the items you want to use in the display?	☐
☐	Arrange the display items?	☐
☐	Do a second plan for the window display?	☐
☐	Select the plan you will use?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in thinking in pictures. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Thinking in Pictures

PERFORM

Occupation:
Commercial Artist

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a commercial artist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Design the symbol for the logo?	☐
☐	Prepare lettering of the store name?	☐
☐	Arrange the symbol and name to form the logo?	☐
☐	Position the logo on the bag?	☐
☐	Prepare the finished design for the first bag?	☐
☐	Design a second bag in the same way you did the first bag?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in thinking in pictures. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Using Environmental Information

EXPLORE

Place a check in front of the interests and abilities you share with people who use information about the environment.

Interests

_____working in fields, or near trees or water

_____enjoying nature

_____finding out why things happen

_____being responsible for your own work

_____learning about the earth

_____doing physical activity

Abilities

_____studying information and using it to make decisions

_____noticing things that happen around you

_____using logic to solve problems

_____planning when and how to do certain tasks

_____doing tasks that require physical strength and endurance

_____explaining things to other people

Reaction Form

Using Environmental Information

PERFORM

Occupation:
Landscape Gardener

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a landscape gardener performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Look at the land?	☐
☐	Find out how the land is supposed to look?	☐
☐	Identify the problem areas?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in using information about the environment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Using Environmental Information

PERFORM

Occupation:
Fish and Game Warden

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a fish and game warden performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Demonstrate knowledge of fishing rules?	☐
☐	Observe the people who are fishing in Laker?	☐
☐	Decide if each person is following the fishing laws?	☐
☐	Decide how much the violators should be fined?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in using information about the environment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Using Environmental Information

PERFORM

Occupation:
Farmer

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a farmer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find out how much money you will earn from the wheat crop?	☐
☐	Find out your total expenses for the year?	☐
☐	Find out if you will have a profit or loss?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need?

Also, list some activities you might try to gain experience in using information about the environment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

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Reaction Form

Using Environmental Information

PERFORM

Occupation:
Meteorologist

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a meteorologist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify symbols used for various weather terms?	☐
☐	Identify where each type of information on a weather report symbol is found?	☐
☐	List current weather information?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in using information about the environment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Working with Equipment

EXPLORE

Place a check in front of the interests and abilities you share with people who work with equipment.

Interests

_____planning your work

_____operating various kinds of equipment

_____working with your hands

_____finding problems and trying to solve them

_____taking things apart and putting them back together

_____using better and quicker ways to complete tasks

Abilities

_____keeping arms and hands steady when working

_____having a good sense of balance

_____watching things move and adjusting a control at the same time

_____working on one job for a long time

_____handling very small things without dropping them

_____following specific procedures for doing things

Reaction Form

Working with Equipment

PERFORM

Occupation:
Computer Service Technician

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a computer service technician performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Find the computer checkpoints?	☐
☐	Look at the wiring at each checkpoint?	☐
☐	Identify the points at which there are problems?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with equipment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Working with Equipment

PERFORM

Occupation:
Telephone Operator

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a telephone operator performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify the kind of information listed in the yellow and white pages of telephone books?	☐
☐	Find the telephone numbers requested by customers?	☐
☐	Work quickly?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with equipment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Working with Equipment

PERFORM

Occupation:
Cook

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a cook performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Choose the foods you will prepare?	☐
☐	Figure out how much of each food you must prepare?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with equipment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Working with Equipment

PERFORM

Occupation:
Machinist

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a machinist performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify the functions of five machines?	☐
☐	Identify the machines you must use to make various parts?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with equipment. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Job Function: Working with Numbers and Symbols

EXPLORE

Place a check in front of the interests and abilities you share with people who work with numbers and symbols.

Interests

_____working math problems

_____working with paper and pencil

_____putting puzzles together

_____sorting things into categories

_____paying attention to details

_____learning the meanings of certain symbols

Abilities

_____recognizing differences in similar items

_____adding, subtracting, multiplying, and dividing

_____counting items correctly

_____doing things in the same order each time

_____working on one problem for a long time, if necessary

_____explaining ideas clearly so others can understand

Reaction Form

Working with Numbers and Symbols

PERFORM

Occupation:
Medical Laboratory Assistant

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a medical laboratory assistant performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify the kinds of cells found in a blood sample?	☐
☐	Count the correct number of red blood cells?	☐
☐	Count the correct number of white blood cells?	☐
☐	Count the correct number of platelets?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with numbers and symbols. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Working with Numbers and Symbols

PERFORM

Occupation:
Computer Programmer

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a computer programmer performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify PL/1 Programming Language terms by accurately completing Worksheet 38a?	☐
☐	Correctly write math problems in PL/1 Programming Language?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with numbers and symbols. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Working with Numbers and Symbols

PERFORM

Occupation:
Bank Teller

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a bank teller performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Identify banking terms?	☐
☐	Find out each customer's needs?	☐
☐	Identify how you could help each customer?	☐
☐	Handle each transaction correctly?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with numbers and symbols. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.

Reaction Form

Working with Numbers and Symbols

PERFORM

Occupation:
Library Assistant

Interest Survey

Did you like this activity? (Circle one answer.)

yes no somewhat

What did you like or dislike?

Abilities

You have just completed one activity a library assistant performs. Read the list below. Place a check in front of the things you were able to do.

Did you:		Instructor:
☐	Record the title page information?	☐
☐	Record the copyright date?	☐

Have your instructor check your work. Ask him or her to place an "X" to indicate the things you completed correctly.

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DECIDE

Do you think that you might like to do the kind of work described in DECIDE? (Circle one answer.)

yes maybe no

Why (or why not)?

If you said yes or maybe, make a list of the education you will need.

Also, list some activities you might try to gain experience in working with numbers and symbols. (Use your own ideas as well as those given at the end of DECIDE.)

Now turn to the Procedure section of your Program Guide. Find the directions that apply to you.